

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 242PAGE  
NO. 1.

1. Requesting Agency

UNIVERSITY OF MARYLAND

2. Division or Bureau of Requesting Agency

DIVISION OF FINANCE AND BUSINESS

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☒ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. CHECKS

Quantity: 69 drawers plus 7 cubic feet (total 20 cubic feet)  
Dates: 1932 - -  
File Arrangement: Numerical  
Annual Accumulation: 12 drawers  
Audit: Federal, State, and Internal

This item includes all checks drawn against the funds of the University. Checks have been microfilmed since July 1946 and destroyed to November 1952. After the State audit there is occasional reference to the microfilm copies for Federal audit and administrative purposes. The policy of the Department has been to microfilm the checks currently and retain the originals until the State audit has been completed.

RECOMMENDATION: MICROFILM CURRENTLY; RETAIN ORIGINALS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY; MICROFILM COPIES TO BE RETAINED PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

Date

Archivist

Date

Secretary